

RESUME REVIEW CHECKLIST: LEAD 2000/3000

Student Name: _____

LEAD Section (circle): 2:00pm 3:30pm

Reviewer Name: _____

Overall Resume Feedback Category..... Adequate Good Excellent Errors: minus 5 points (If staff reviewing your resume check four or more boxes for errors, five points will be deducted.) Format: Did not use LEAD 2000 or Harvard format, minus 2.5 points

Resume Sections (If checked, update resume to address)

FORMATTING: Consider these items for the overall document & all sections

- Consistent spacing/white space between sections, after headers
- Margins are same size top to bottom and left to right (1 or .75 inches)
- Font is 11 or 12 point; same font style is used consistently (headers & bullet text)
- Roles listed in reverse chronological order (according to end date) in each section
- Resume aesthetics convey attention to detail, professional writing style.....
- Descriptions do not include personal pronouns (I, my, they, their)
- Correct spelling throughout document.....
- Bullet points consistently end with or without punctuation
- Bullet point alignment/spacing is consistent throughout document.....
- All dates align
- Resume is one page in length.....

HEADER

- Name - Larger font (no larger than 16pt), bold.....
- Single address listed (two addresses only when home address is distant).....
- Marquette email address (marquette.edu written in full).....
- One phone number listed, cell phone preferred
- Phone and e-mail listed without "phone" or "e-mail" labels.....
- Abbreviations (or lack thereof) used **consistently** (North & Street **OR** N. & St.)

OBJECTIVE Optional

- States what you can offer to the company
- States an industry focus and/or the internship or job position you are seeking
- Concise, one or two phrases

EDUCATION

- University's full name, city and state
- Graduation Date - Listed as a month and year without "expected" or "graduation"
- Degree listed as "Bachelor of Science in Business Administration."

Names of major(s) or minor(s) are written fully (not abbreviated).

Majors heading is plural for multiple majors (Majors: A and B)

GPA (optional; include if 3.0 or higher). If listed, include the 4.0 scale (X.X / 4.0 or

X.XX / 4.00).....No high school information. Other colleges are listed if a degree was earned

Study abroad formatted as discussed in class

SKILLS (optional – under Education)Language(s) skills specified: fluent, native, proficient, conversational, etc.Specialized computer experience only (NO Word, Excel, or PowerPoint listed).....**EXPERIENCE**Experience heading is specified (Related Experience, Work Experience, etc.).....

Consistent use of font effects to highlight company name, position title

Position listed with job title, company name, city and state.....

Dates for current roles are listed as Month Year – Present. Dates for completed

roles are listed as Month Year – Month Year

Bullets describe responsibilities, skills, and accomplishments with relevant detail...

Outcomes and quantitative data used when appropriate (increased sales by 25%) ..

Bullet points are listed in order of importance

Action verbs are used to begin each bullet point.....

Past employment described with past tense verbs, current with present tense.....

Verb forms match an "I" subject (*Lead teammates, NOT Leading teammates*).....**HONORS & ACTIVITIES**

Student/campus organizations, leadership roles listed in order of importance

Descriptive bullets used for leadership roles, if appropriate.....

Font styles and verb usage for roles are similar to the experience section

If scholarships are listed, the reason for the scholarship is included

High school accomplishments, including sports, are not included